



# CITY OF GERMANTOWN TENNESSEE

DATE RECEIVED: _____
RECEIVED BY: _____

1930 South Germantown Road • Germantown, Tennessee 38138-2815  
Phone (901) 757-7200 Fax (901) 757-7292 www.germantown-tn.gov

## **SMART CODE - PLANNING COMMISSION CHECKLIST FOR *PRELIMINARY AND/OR FINAL PLAT/SITE PLAN REVIEW(For T-Districts)***

<p><b>SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE APPLICATION FORM AND ALL MATERIAL REQUIRED FOR PLANNING COMMISSION REVIEW IN PERSON TO RECEIVE A RECEIPT FROM STAFF.</b></p>
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Applications and all supporting plans and documents are to be submitted by Noon of the filing deadline day.  
Applications will not be accepted unless all material required is included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details, and refer to the Community Development Department's calendar of meetings for filing deadlines and meeting dates.

**Please check (x) all applicable items. (See application for exact number of copies needed for submission)**

1. VICINITY MAP AND INFORMATION **(Required for all Application Requests)**
  - a. ☐ A map identifying the subject property and showing all properties within 300 feet, and names of their owners, plus the names of surrounding subdivisions
  - b. ☐ A list, on plain paper, of the names and mailing addresses of all owners of property, as well as Neighborhood Association Presidents, within 300 feet of the subdivisions
  - c. ☐ A list, on gummed mailing labels, of the names and addresses of all owners of property, as well as Neighborhood Association Presidents, within 300 feet, as described in item "b" above subdivisions

### ADDITIONAL REQUIREMENTS FOR REZONING REQUESTS

- d. ☐ Vicinity Map, as required above, showing the relationship of the proposed zoning to surrounding existing zoning
  - e. ☐ Letter justifying the rezoning
2. GENERAL INFORMATION **(Information must be shown on plan)**
  - a. ☐ Proposed Title of Project/Subdivision
  - b. ☐ Owner's name(s)
  - c. ☐ Lessee's name(s)
  - d. ☐ Developer's name(s)
  - e. ☐ Property Ownership Deed **(All deeds must be attached to the application)**
  - f. ☐ Designer's name
  - g. ☐ Date prepared
  - h. ☐ North arrow
  - i. ☐ Area in acres
  - j. ☐ Any restrictive covenants
3. LAND USE **(Information must be shown on plan)**
  - a. ☐ Zoning
  - b. ☐ Adjoining zoning
  - c. ☐ Proposed use of property
  - d. ☐ Proposed accessory uses

4. EXISTING CONDITIONS

- a. ☐ All existing property lines
- b. ☐ Existing buildings, accessory structures, fencing, etc.
- c. ☐ All existing easements.
- d. ☐ All existing utilities
- e. ☐ Location, name and width of existing streets and alleys
- f. ☐ Name(s) of Adjoining Subdivisions
- g. ☐ Name(s) of Owner's of Adjoining Parcels Larger Than 2 Acres

5. LAYOUT PLAN(**For site plan approval only, information must be shown on plan**)

- a. ☐ Proposed location and numbers of lots, and streets/private drives
- b. ☐ Area of each lot, in square feet or acres
- c. ☐ Proposed locations of buildings, accessory buildings, parking spaces (**Not applicable to single family Subdivisions**)
- d. ☐ Width and names of proposed streets and private drives
- e. ☐ Location of Common Open Space
- f. ☐ Metes and bounds descriptions of subdivision boundaries, lots, streets and private drives
- g. ☐ Pertinent geometry of all curvilinear streets and rounded corners
- h. ☐ Location of any other areas to be dedicated to the public
- i. ☐ Proposed demolition of buildings, wells and similar structures (if any)

6. GRADING AND DRAINAGE

- a. Grading And Drainage Plan (**For site plan approval only, information must be shown on plan**)
  - 1. ☐ Size of drainage basin and all subareas
  - 2. ☐ Major drainage paths (defined ditches and pipes)
  - 3. ☐ Location and elevation of outfall point
  - 4. ☐ Final grading information; contours at a vertical interval of two feet or less (elevation shall refer to official City and County datum)
  - 5. ☐ Existing streets and intersections
  - 6. ☐ All structures in the existing storm system (i.e., storm sewer pipes, inlets, headwalls, drain manholes)
  - 7. ☐ Floodway or floodplain boundaries – if applicable
  - 8. ☐ Proposed drainage and construction easements
  - 9. ☐ Evaluation of downstream conditions
- b. Steps to mitigate impacts upon floodplain, if applicable
  - 1. ☐ Conditional Letter of Map Revision (CLOMR)
  - 2. ☐ Aquatic Resource Alteration Permit (ARAP)
  - 3. ☐ Nationwide or 404 Permit
  - 4. ☐ NPDES permit
- c. ☐ Grading to save trees where possible
- d. ☐ Stormwater detention, including drainage calculations
- e. ☐ Design for minimum steepness of slopes
- f. ☐ Erosion control
- g. ☐ Illustration of the impact of the project's grading on adjacent property

7. TREE PLAN (**Information must be shown on plan**)

- a. ☐ A layout plan of the project's lots/buildings that indicates the location of all trees ten (10) inches dbh (diameter at breast height), or greater, provides an identifying number for each tree, and distinguishes between those trees to be retained and those to be removed
- b. ☐ An index of the trees identified in 4 a. above, providing their identifying number, species, dbh and removal/saved designation

8. **UTILITY PLAN For site plan approval only, information must be shown on plan)** – indication of the location, size and adequacy of on-site and off-site utilities on the plan
- a. ☐ Water supply for on-site use and fire control, including fire hydrants
  - b. ☐ Sanitary sewer
  - c. ☐ Storm drainage
  - d. ☐ Utility easements
9. **HEIGHT, AREA AND DENSITY (Not Applicable to Single Family Subdivisions) (Information must be shown on plan)**
- a. ☐ Building height
  - b. ☐ Area of property (acres)
    - 1. ☐ Gross area
    - 2. ☐ Net area (developed area excluding streets and R.O.W.)
    - 3. ☐ Area devoted to pervious surface
  - c. ☐ Building footprint area
  - d. ☐ Lot coverage
  - e. ☐ Lot width at front building line
  - f. ☐ Building floor area
  - g. ☐ Area of lots (square feet or acres)
  - h. ☐ Screening from adjoining property
  - i. ☐ Building siting
  - j. ☐ Building configuration
  - k. ☐ Building function
  - l. ☐ Building elevations (all four sides)
- For Single Family Subdivisions only**
- m. ☐ Number of lots
  - n. ☐ Number of dwelling units
10. **VEHICULAR & PEDESTIAN CIRCULATION ON-SITE (Not Applicable to Single Family Subdivisions) (Information must be shown on plan)**
- a. ☐ Entrances, exits, curb cuts
  - b. ☐ Circulation within site
    - 1. ☐ By private vehicles
    - 2. ☐ By public safety vehicles
    - 3. ☐ By service vehicles
    - 4. ☐ Sidewalk
    - 5. ☐ Fire Truck circulation plan
11. **TRAFFIC ANALYSIS (Required for all application requests)**
- a. ☐ Adequacy of access streets to serve proposed use
  - b. ☐ Effect of project on surrounding streets and intersections
  - c. ☐ Improvements that would be needed to public streets - traffic controls
12. **DESIGN REQUIREMENTS (Consult the DRC project checklist)**
- a. ☐ Architectural standards (elevations, etc.)
  - b. ☐ Signage standards **(A separate DRC sign application and fee is required)**
  - c. ☐ Lighting standards
  - d. ☐ Special Provisions: Public Art, Green Building

13. LANDSCAPE STANDARDS

- a. ☐ Street trees
- b. ☐ Grading to save trees where possible
- c. ☐ Screening as required
- d. ☐ Planting in parking areas
- e. ☐ Pedestrian ways and greenstrips
- f. ☐ Size of plants and trees must be noted on plans

14. LIGHTING STANDARDS

- a. ☐ Location
- b. ☐ Height
- c. ☐ Style of fixtures
- d. ☐ Intensity (wattage shall be limited to minimum necessary)
- e. ☐ Photometric Analysis

15. PARKING AND LOADING AREAS (**Not Applicable to Single Family Subdivisions**)  
(**Information must be shown on site plan**)

- a. ☐ Design
- b. ☐ Number of spaces
- c. ☐ Traffic circulation
- d. ☐ Parking layout
- e. ☐ Landscaping in Parking Area
- f. ☐ Bicycle Parking

16. GENERAL DESIGN (**Not Applicable to Single Family Subdivisions**)  
(**Information must be shown on site plan**)

- a. ☐ Site Layout
- b. ☐ Building Elevations
- c. Exterior Materials (Natural appearing and limited number)
  - 1. ☐ Material
  - 2. ☐ Colors (Earth tones and natural materials should predominate; Primary colors, including white, should be avoided)

17. SIGNAGE – (**SEE SEPARATE DRC SIGN APPLICATION**)

18. FISCAL IMPACT (**Please submit on CD in WORDS format**)

- a. ☐ An assessment of the fiscal impact of the subdivision or project upon the City. Include annual property taxes at build-out, annual sales and occupancy taxes at full occupancy and similar revenues.
- b. ☐ Information on capital investment (amount), job growth/creation (full and part-time jobs) should also be provided, as well as information on non taxable development

19. WARRANT(S) REQUESTED

☐ Warrants apply to Smart Code Developments only. Complete the Smart Code Warrant Application and submit with this application.

20. DIGITAL PLANS

☐ All documents, including plans, shall be **submitted on CD in PDF and JPEG format**, suitable for inclusion in a digital presentation (such as PowerPoint).

21. FINAL PLAT

- a. ( ) Properly executed certificate signed by the property owner
- b. ( ) Properly executed certificate of survey signed by the designer of the plat
- c. ( ) Form for approval by the Planning Commission

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Signature of Design Professional

☐ Engineer

☐ Surveyor

☐ Landscape Architect

\* Specific sign requirements are provided in Chapter 14 (Signs) of the Germantown Code of Ordinances. Sign submissions shall include locations and details on all exterior permanent signs; including, but not limited to sign type, size, location, height, content materials, color, lighting and landscaping. All signs are subject to approval by the Design Review Commission.